

## QUICK REFERENCE: Confirmed Cases of COVID-19

Administrative Order 20-7v3

Order Effective Date: September 21, 2020



### What to Do for Confirmed Cases of COVID-19

NOTE: Cases of COVID-19 can be confirmed through positive test results OR by medical professionals based on Symptoms Compatible with COVID-19

#### Employees and Contractors with Confirmed Cases of COVID-19

- Should notify their supervisor of their status as soon as possible and identify areas where they spent 15 minutes or more over the past 48 hours.
- Should obtain medical advice from their doctor or public health officials.
- Should practice Isolation and follow [CDC guidelines for isolation](#).
- Should provide supervisor with confirmation from medical personnel of the Confirmed Case of COVID-19 as soon as possible.
- May telework if able.

#### Managers Notified of Individuals with Confirmed Cases of COVID-19

- Should cordon off areas where the infected employee, contractor, or visitor spent 15 minutes or more over the last 48 hours.
- Should request the local facilities team to conduct a Level I sanitation clean of all areas used by the infected individual OR should follow [CDC guidance](#) for cleaning.
- Should notify other employees or contractors who had Close Contact with infected employee or contractor so that they can immediately begin Quarantining for 14 days (see procedures for individuals who have had Close Contact). Note that managers are not otherwise responsible for contact tracing, which is handled by public health officials.

#### Return to Work for Employees or Contractors with Confirmed Cases of COVID-19

- **Persons with Confirmed Cases COVID-19 who have symptoms** and were directed to isolate themselves at home may return under the following conditions:
  - At least 10 days have passed since symptom onset **and**
  - At least 24 hours have passed since resolution of fever without the use of fever-reducing medications **and**
  - Other symptoms have improved.
- **Persons infected with Confirmed Cases COVID-19 who never developed COVID-19 symptoms** may discontinue isolation and other precautions 10 days after the date of their first positive test for COVID-19, where day zero is the date of the positive test.
- Note that a negative test for COVID-19 **is not** required to return to work at this time, as tests may continue to register positive after an individual is no longer infectious.
- Individuals with Confirmed Cases of COVID-19 must provide documentation from medical professional confirming either the positive test results or the suspected case of COVID-19 prior to returning to work.

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### Important Definitions

- **Close Contact:**
  - You were within 6 feet of an individual who has COVID-19 for 15 minutes or more **regardless of whether you or the individual were wearing face masks or other personal protective equipment (PPE)**; and/or
  - You provided care at home to someone who is sick with COVID-19; and/or
  - You had direct physical contact with a person with COVID-19 (touched, hugged, or kissed them); and/or
  - You shared eating or drinking utensils with an individual with COVID-19; and/or
  - An individual with COVID-19 sneezed, coughed, or somehow got respiratory droplets on you.
- **Confirmed Case of COVID-19:** A case of COVID-19 that has been confirmed through a positive test for COVID-19 OR has been confirmed by a medical professional as being a suspected case of COVID-19 based on symptoms.
- **Isolation:** Keeps **someone who is infected** with the virus away from others, even in their home. When you isolate, you should:
  - Stay home!
  - Monitor your symptoms. If you have an [emergency warning sign](#) (including trouble breathing), seek emergency medical care immediately
  - Stay in a separate room from other household members, if possible
  - Use a separate bathroom, if possible
  - Avoid contact with other members of the household and pets
  - Don't share personal household items, like cups, towels, and utensils
  - Wear a mask when around other people, if you are able to
- **Symptoms Compatible with COVID-19:** Please note that symptoms may appear from 2 to 14 days following exposure. Also see the [CDC self-check tool](#) for identifying COVID-19 symptoms. The following symptoms may be symptoms of COVID-19 if they are new for you or if you do not commonly experience them:

▪ Fever (100.4°F / 37.9°C or greater) or chills	▪ Diarrhea
▪ Unexpected fatigue	▪ Sore throat
▪ Nausea or vomiting	▪ Shortness of breath or difficulty breathing
▪ Loss of taste or smell	▪ Headache
▪ Cough	▪ Congestion or running nose
▪ Muscle or body aches (not related to exercise)	